



Please return application to:
Human Resources
420 Holmes Street
Bellefonte, PA 16823
Phone: (814) 355 - 6748

PLEASE NOTE: Complete all parts of the application. If you have no information to enter in a section, please write N/A.

Personal Information		
Last Name	First Name	MI
Mailing Address (Street)		
City, State, and Zip Code		
Home Phone	Cell Phone	
Email Address	Today's Date	
Position Applying For	Date Available to Start	
Work Desired: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-Call/Occasional <input type="checkbox"/>		

Additional Employment Questions	
Will you accept shift work if required by the job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had prior employment with Centre County Government? If yes, what department(s)? _____ Dates _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have relatives currently working for Centre County Government? If yes, please provide their name, their relationship to you, and their employing department: _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what was the result or disposition of the case? _____	
<i>*Please note: A criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements*</i>	
Employees must be 18 years of age to drive a Centre County vehicle. If the job you are applying for requires driving, can you meet this requirement?	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you drive if the job requires it?	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that I am authorized to work in the United States	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you provide the \$10.00 for a background record check if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment History				
Please list current or most recent employer first				
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)			Phone	
Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Primary Job Duties:				
			Reason For Leaving	
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)			Phone	
Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Primary Job Duties:				
			Reason For Leaving	
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)			Phone	
Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Primary Job Duties:				
			Reason For Leaving	
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)			Phone	
Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Primary Job Duties:				
			Reason For Leaving	
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)			Phone	
Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Primary Job Duties:				
			Reason For Leaving	

Training, Certifications, Licenses and/or Memberships (if applicable)

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying (optional)

Education	
High School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Diploma <input type="checkbox"/>
	GED <input type="checkbox"/>
Technical School / Community College	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed
	Diploma/Degree
	Major
College or University	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed
	Diploma/Degree
	Major
Other College, University, or Graduate School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed
	Diploma/Degree
	Major

Professional References	
1.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____
2.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____
3.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying documents) is correct, accurate and complete to the best of my knowledge. I understand that falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or include termination of employment regardless of timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Centre County Government is employment at will, for no specified duration and may be terminated either by Centre County Government or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Centre County Government representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Centre County Government; if employed, I agree to conform to the rules, regulations, policies and procedures of Centre County Government. I understand that if offered a position with Centre County Government, I may be required to submit to a pre-employment medical examination, drug screening and background checks as a condition of employment.

I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre – employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Centre County Government and/or any of its representatives, agents or vendors, and I release parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Centre County Government is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, sexual orientation, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Human Resources Office.



EEO Additional Application Information Survey

Regulations require that Centre County collect certain data specifically for our Equal Employment Opportunity reporting and planning. We are requesting your cooperation in completing this self-identification form.

This information is collected from all applicants on a voluntary basis and is kept in a separate file in the Human Resources department for reporting purposes only. It will not be sent to the hiring department.

Applicant Name: _____ Date: _____
Last, First MI

Gender: ☐ Male ☐ Female Date of Birth: _____ / _____ / _____

Are you a Veteran: ☐ Yes ☐ No

Branch: _____ Years of Service: _____

Race/Ethnic Classification:

- ☐ White (Not of Hispanic Origin): *Persons having origin in any of the original peoples of Europe, North Africa or the Middle East*
- ☐ Black (Not of Hispanic Origin): *Person having origins in any of the Black racial groups*
- ☐ Hispanic: *Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.*
- ☐ Asian or Pacific Islander: *Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.*
- ☐ Native American (Includes American Indian or Alaskan Native): *Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. One-quarter Indian is the usual requirement for inclusion on a tribal roll.*
- ☐ Other or Two or More Races

If you are applying for an opening in the Office of Aging, are you over the age of 60 and requesting aging preference? ☐ Yes ☐ No

Please tell us how you heard about the opening at Centre County Government:

- | | |
|--|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> State Employment Office (Careerlink) |
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> County Job Posting Boards |
| <input type="checkbox"/> Private Employment Agency | <input type="checkbox"/> Employee Referral |
| <input type="checkbox"/> College Recruiting Office | |
| <input type="checkbox"/> Other – Please specify: _____ | |

If you have questions about this form or the information requested, please contact the Human Resources Department at (814) 355-6748.